

Brunswick Ethics Commission

Minutes

June 22, 2005

Commission Members Present: Chair Jamie Eshbaugh, Vice Chair Carroll Haugh, and Robert Ward

Mayor & Council Present: Mayor Carroll Jones

Staff Present: City P & Z Administrator Rick Stup, Temporary Staff Liaison; Paul Rose, City Attorney; and Development Review Planner Jeff Love

Due to the lack of officers Mr. Stup called the meeting to order at 7:00 PM in order to begin the agenda and conduct the Election of Officers.

Mayor: Mayor Jones addressed the Commission and thanked them for agreeing to serve on the Ethics Commission. He indicated that in his opinion this should be a working committee. There were matters in the current Ordinance that need to be addressed, and there the existing Ordinance needed to be reviewed to identify what if any amendments were recommended to bring it current.

Staff: Mr. Stup gave an overview of an Ethics Commission, examples of his Ethics Commission experiences, relationship between the Commission and Staff/City Attorney, and how some other jurisdictions conducted business. He indicated that in his opinion it was not only the responsibility of the Commission to protect the public interest but the Commission had an obligation to protect the City Employees and Elected Officials by providing the information for them to be informed of the requirements of the Ordinance. He also explained the process to amend the Ordinance.

City Attorney: Paul Rose (Severn, O'Connor & Kresslein, P.A.) briefly reviewed the State Requirements and gave an overview of the current Ordinance compliance with those requirements. In answer to questions from the Commission with regard to their liability, he indicated his opinion; and stated that he would research the question for a response by the next meeting.

Messrs. Stup and Rose continued dialog with the Commission to answer questions. It was the Commission's Consensus that there is a need for the number of members to increase and directed Staff/City Attorney to draft an amendment to that effect. It was also agreed that the Commission would meet monthly to deal with Ordinance compliance and review alternatives for amendments. The role of the Commission in drafting any amendments

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was clarified. The requirement for annual Financial Reports, implementation of that requirement, and notification to Employees and Elected Officials of Ethics Laws were discussed. Interacting with Staff and the City Attorney was discussed and established with initial contact to be with Mr. Stup or Ms. Myers, Administrative Assistant, for Commission Matters.

Election of Officers: It was the consensus of the Commission that Ms. Eshbaugh and Mr. Haugh would serve as Interim Chair and Vice Chair respectively until the Commission was expanded to five (5) Members. Ms. Eshbaugh assumed the Chair and requested that Staff walk the Commission through the remainder of the agenda.

Minutes: None.

Chairman: None.

Old Business: None

New Business:

Review of Contact Information: The contact information was distributed and the Commission is to forward any corrections/additions to Staff.

Establish the monthly meeting day and time: A draft monthly Meeting Schedule was distributed and it was the consensus of the Commission that the monthly meeting would be the third Wednesday each month at 7:00 PM. The Deadline for submission of items for the Agenda is one week prior to the meeting.

Establish Confidentiality and Public Comment Policy: It was the consensus of the Commission that all matters of the Commission would be held in confidence. The spokesperson for the Commission is the Chair or their designee in conjunction with consultation with Staff and the City Attorney. All other members would refrain from any public comment on matters of and before the Commission.

Establish meeting procedure for Open and Close Sessions (Correspondence, Complaints, Request for Advisory Opinions, Etc.): It was agreed that this process would be refined during future meetings. Staff to prepare monthly agendas with the approval of the Chair. Official matters before the Commission to be in two stages if necessary. First, the matter is introduced to the Commission. Second, if further investigation is deemed necessary, investigate to be conducted at the next meeting during a Closed Session.

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New Business Cont.

Discuss the role of the Ethics Commission and issues that may affect the City:

Examples of potential problems and past incidents were discussed. How the Ethics Commission fit into City Government was also discussed.

Establish the work goals for the Commission and a tentative schedule: It was decided to review this item at the next meeting.

Comments:

It was restated that the following would be completed for the next meeting:

- Staff to furnish the Commission with copies of Ethics Ordinances from selected other jurisdiction
- City Attorney to draft an amendment to the Ethics Ordinance for the Commission to expand to five members
- City Attorney to research and answer the question of Commission liability for actions of the Ethics Commission
- Staff to prepare the 05 Meeting Calendar for distribution and have it posted on the City Notice Board, Web Site, and Channel 99.

Adjournment

The meeting was adjourned at 8:40

Respectfully submitted,

Jamie Eshbaugh, Chair
Brunswick Ethics Commission